



CALIFORNIA STATE LOTTERY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE LOTTERY	RELEASE DATE:	Tuesday, December 1, 2009
POSITION TITLE:	Chief Counsel	FINAL FILING DATE:	Wednesday, December 16, 2009
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$13,381.00 / Month	BULLETIN ID:	12012009_2

POSITION DESCRIPTION

Chief Counsel is the principal legal advisor for the California State Lottery Commission, Director and every operating division within the California State Lottery (Lottery). The Chief Counsel represents the Lottery in all legal matters. As a member of the Director's executive staff, the position serves in a high administrative and policy-influencing capacity with significant responsibility for formulating Lottery goals, policies, and business objectives.

This position reports to the Director/Chief Deputy Director of the Lottery. The duties include planning, organizing, and directing the work of a professional legal staff; acting as legal advisor to top management; representing the Lottery before the Legislature; formulating legal policy, rules and regulations; and participating as a member of top management in the development and implementation of Lottery business strategies and objectives. This position has a major impact on decisions and requires the ability to rapidly develop an extensive knowledge of programs of the Lottery and probable consequences of proposed actions. Duties include:

Serving as the Lottery's principles liaison with the Governor's Legal Affairs Secretary, the Attorney General's Office, and legal offices of other state and public agencies.

Directing the work of the Attorney General's office and private counsel on advisory matters and litigation.

Directly supervising the Lottery's in-house legal staff.

Serving as Acting Director on request in the absence of the Director or Chief Deputy Director.

Making presentations on Lottery law and principles to the Legislature, public agencies and private groups.

Work closely with Lottery auditors and security personnel to support and maintain the highest levels of integrity in all Lottery operations

Manage, plan, organize, direct, and prioritize the work of the Contracts and Procurement Services Unit.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel**, with the **CALIFORNIA STATE LOTTERY**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Following the final filing date, a review of all application packages will occur. The examination process will consist of an assessment by an evaluation committee. The committee will compare each applicant's qualifications for the position against specific job-related criteria developed from the minimum qualifications, knowledge, and skills.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than 4 typed pages (font 10).
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA STATE LOTTERY, Human Resources Division
P.O. Box 2630, Sacramento, CA 95812-2630
Barbara Krabbenhoft | (916) 327-6398 | bkrabbenhoft@calottery.com

ADDITIONAL INFORMATION

Background Investigation: Pursuant to Government Code Section 8880.38, persons shall be required to undergo a thorough background investigation prior to appointment.

Felony Disqualification: Pursuant to Government Code Section 8880.71, any person who has been convicted of a felony or any gambling related offense is disqualified from employment with the California State Lottery.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE LOTTERY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>